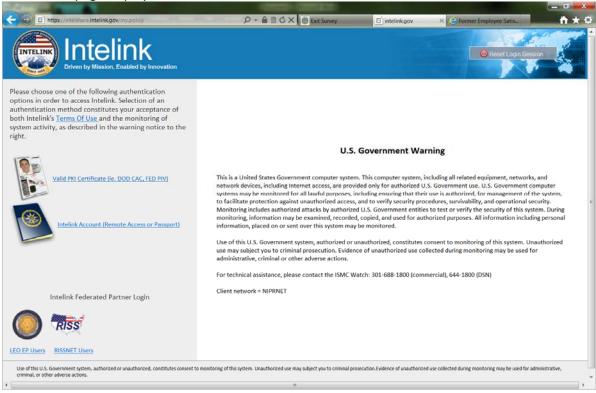
## CREATING AN INTELINK ACCOUNT if you already have a CAC card

1. To get to the DoD IG GAO Affairs website go to: <a href="https://intelshare.intelink.gov">https://intelshare.intelink.gov</a>. You will see this page displayed:



2. To log into Intelink, select "Valid PKI Certificate (i.e. DOD CAC, FED PIV)." If you already have an Intelink Account, skip step 3a.and go directly to 3b. You will need to hit ok when your credential validation pops up and will then be directed to:

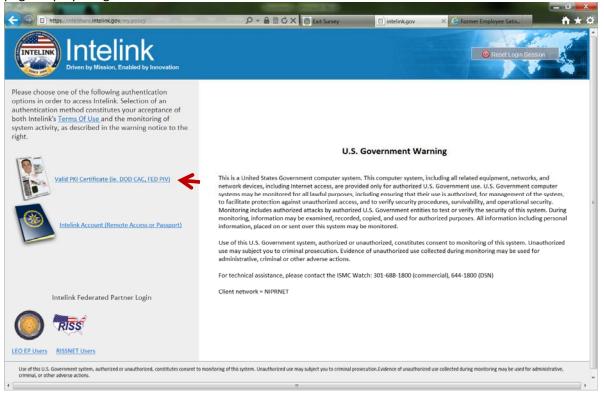


\*3a. Use this step only if you need a new Intelink Account! Select "New Account Registration," and "Click the button to register for a Passport Account REGISTER" button and follow the subsequent

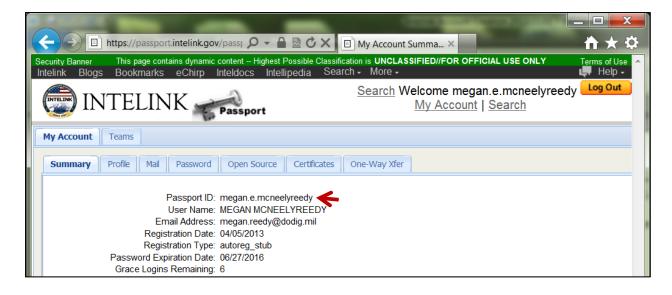
## directions.



3b. Open a new web browser and to go: <a href="https://passport.intelink.gov/passport/Admin">https://passport.intelink.gov/passport/Admin</a>. You will see this page displayed again:

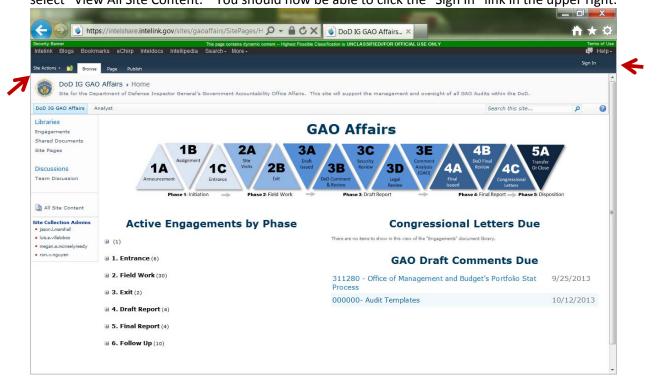


4. If needed, again select "Valid PKI Certificate (i.e. DOD CAC, FED PIV)" and hit ok when your credential validation pops up. You will see this screen:



- 5. Copy your Passport ID EXACTLY how it appears and send it in an email along with your full signature block to include office, title, and location to GAO Affairs at <a href="mail.GAOAffairs@dodig.mil"><u>Email.GAOAffairs@dodig.mil</u></a> with "Add Sharepoint UserName" as the subject. Also make certain your email address is updated/correct.
- 6. Once GAO Affairs has added you to the website, you will receive an alert via email which should contain a link to the sharepoint website found here:

  <a href="https://intelshare.intelink.gov/sites/gaoaffairs/SitePages/Home.aspx">https://intelshare.intelink.gov/sites/gaoaffairs/SitePages/Home.aspx</a>. You should see a "sign in" displayed in the upper right hand corner. If you do not, go to "Site Actions" and using the drop down list select "View All Site Content." You should now be able to click the "Sign In" link in the upper right.



7. After clicking "Sign In" you should see your name displayed like this:

